

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
P.O. Box 25047
Denver, Colorado 80225-0047**

In Reply Refer To:
1400-711 (HR-220)P

January 3, 2000

EMS TRANSMISSION

Instruction Memorandum No. HR-2000-024

Expires: 09/30/2001

To: All State Directors, BC, HR, and RS Directors, and SPOs

From: Director, National Human Resources Management Center

Subject: Representation Rights for Employees in Bargaining Units

The Civil Service Reform Act (CSRA), Section 7114(a)(2)(B) provides a representation right for a bargaining unit member who reasonably believes that an investigative examination may result in a disciplinary action.

Section 7114(a)(3) of the CSRA further requires that each agency inform its employees annually of these rights.

A notice to bargaining unit members is attached which provides the language required by the statute. The notice is to be reproduced and a copy given to each bargaining unit member. In addition, a copy of the notice should be posted on bulletin boards in offices which have bargaining units. New bargaining unit members should be furnished a copy of the notice when they enter on duty. If a new bargaining unit is established, each member of that unit should receive a notice upon receipt of the Certification of Representation.

If preferred, the notice may be prepared for your signature or other appropriate management official designated by you (i.e., the Personnel Officer, or those Field Managers where exclusive recognition has been extended to a union). However, the content of this notice should not be modified in any way as it contains the specific language required by the CSRA.

Signed by:
Linda D. Sedbrook
Director

Authenticated by:
Darlene Robitaille
Secretary

1 Attachment

1 - Notice of Right to Request Union Representation (1p)

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1400-711 (HR-220)P

January 3, 2000

EMS TRANSMISSION
Information Bulletin No. HR-2000-042

To: All BC, HR, and RS Employees

From: Director, National Human Resources Management Center

Subject: Notice of Right to Request Union Representation

This Information Bulletin pertains only to those represented by an exclusive representative. At the Centers, the exclusive representative is Local 1945, National Federation of Federal Employees.

Section 7114(a) of the Civil Service Reform Act of 1978 states that:

“(2) An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at . . .

(B) Any examination of any employee in the unit by a representative of the agency in connection with an investigation if . . .

(I) The employee reasonably believes that the examination may result in disciplinary action against the employee; and

(ii) The employee requests representation.”

Therefore, as required by Section 7114(a)(3), you are hereby given notice of the right set forth in 5 USC 7114(a)(2)(B).

Signed by:
Linda D. Sedbrook
Director

Authenticated by:
Darlene Robitaille
Secretary

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